



## KENTUCKY STATE BOARD of PHYSICAL THERAPY

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### ***PHYSICAL THERAPIST PHYSICAL THERAPIST ASSISTANT EXAMINATION CANDIDATE INSTRUCTIONS***

To qualify as an examination candidate for credentialing in Kentucky, a USA educated applicant must:

- ☐ Successfully complete a CAPTE accredited Program in Physical Therapy.
- ☐ School Program Director's certification of completion of education
- ☐ Submit a completed **Kentucky** application form with \$170 **money order** or **cashier's check**
- ☐ Complete a 4 hour HIV/Aids approved course
- ☐ Register online for the examination at <https://www.fsbpt.net/pt>.
- ☐ After approval from Kentucky, make appointment online for exam at <http://www.prometric.com>

### ***SPECIFIC INSTRUCTIONS***

**1. APPLICATION FOR KENTUCKY CREDENTIALING.** Complete and return the "profession specific" licensure application which, with the billfold sized or passport picture attached, must be signed before a notary public. Picture is to be head and shoulders only, at least 1" x 2", and no greater than 2" x 3".

All application information must be submitted completely, including your full name (no abbreviations, initials). You must personally sign all completed application materials. All questions on the application must be complete before you sign the affidavit before a Notary. You **MUST** furnish your own residence address on the application form but may request in a separate letter that correspondence be sent to you through another address.

**2. EDUCATIONAL PROGRAM DIRECTOR LETTER** Ask the **PT Director** of your school to write and mail this board a letter certifying your completion of all academic AND clinical portions of your CAPTE accredited Physical Therapist or Physical Therapist Assistant program. The letter must be on **school letterhead** stating the following information:

- (1) Full name of applicant
- (2) Completion of all academic and clinical requirements of a CAPTE accredited program
- (3) Date of completion
- (4) Degree obtained

### **3. FOUR HOUR HIV/AIDS EDUCATION REQUIREMENTS**

Please read and follow the instructions enclosed concerning this matter.

### **4. APPLICATION FEE + EXAMINATION FEE + PROMETRIC CENTER FEE:**

- a) **Kentucky Application Fee of \$170** in the form of a cashier's check, certified check or money order made payable to the "KY State Board of Physical Therapy," and send with your application for credentialing to the Kentucky Board office.
- b) **FSBPT Examination Fee of \$350** be paid by credit card thru online registration at <https://www.fsbpt.net/pt>. Instructions regarding payment of the examination fee of \$350 will be given at that time. After Kentucky's online approval, the Federation of State Boards of Physical Therapy, (FSBPT) will send out your Authorization to Test letter with instructions concerning selection of a test site and date.
- c) **Prometric Center test site fee, \$65 for PT applicants and \$50 for PTA applicants**, will be paid at the time your examination is scheduled. Online approval will be given by Kentucky Board of Physical Therapy after all items above have been accepted and you will receive the Authorization to Test letter with instructions. At that time, make your appointment online at <http://www.prometric.com> and pay your fee.

### **5. Temporary Permit to Work**

If you are a first time exam candidate and wish to be employed as a Physical Therapist or Physical Therapist's Assistant in Kentucky before being issued a full license to practice, **you must, in ADDITION TO ITEMS 1-4 ABOVE**, submit a completed "Supervisory Agreement Statement" to the board, and be issued a temporary permit to practice. This is a one-time permit, valid until you have been notified of the results of your scheduled examination by the board.

**YOU MAY NOT START WORK/BE EMPLOYED AS A THERAPIST OR ASSISTANT IN ANY MANNER UNTIL AUTHORIZED TO DO SO BY THE BOARD. YOUR FAILURE TO COMPLY WITH KRS 327.020 AND/OR ANY BOARD REGULATION COULD RESULT IN REFUSAL OF YOUR APPLICATION OR OTHER PENALTY.**

### **6. BACKGROUND CHECK**

NOTE: Criminal background check(s) are now conducted on each applicant by the board office. This report is to confirm your response to the question concerning convictions on your application form. It is critical that you include the required court records for ALL convictions; not merely felony convictions. All convictions must be listed, not just in the last five years. Do not list minor traffic violations unless substance abuse is involved.

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The Board of Physical Therapy does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services and will provide reasonable modification in the administration of all licensure exams for qualified individuals with disabilities. The qualified individual with a disability shall submit, to the board, documentation from an appropriate professional verifying the limitations imposed by his/her disability at the time of initial application. The individual with a disability shall request the effective modification.